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14 AUG 1975

MEMORANDUM FOR: Acting Deputy Director for Administration
SUBJECT : Employee Notice Suggested by MAG
REFERENCE : Memo to DCI fr MAG, dtd 9 July 75,
Subject: Employee Security Briefings
(ER 75-3314, DD/A 75-3377)

Attached is an Employee Notice which we feel will adequately respond to MAG's proposal contained in the last paragraph of reference.

STATINTL


Robert W. Gambino
Director of Security

Attachment

OS 5 5428 A

ADMINISTRATIVE-INTERNAL USE ONLY

This Notice Expires 1 October 1975

STATINTL

SECURITY

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SECURITY IN AGENCY BUILDINGS

1. A variety of CIA-associated personnel, such as GSI cafeteria employees, Federal Protective Officers, char force personnel, electricians, plumbers, carpenters, and telephone technicians, have unescorted access to Agency buildings and personnel, yet do not require knowledge of classified information in the performance of their duties. It is important for their protection and the Agency's, therefore, that these individuals not be afforded access to classified documents, materials, or information.

~~2. Steps are now being taken to provide each of these support groups with an updated security briefing varying from 20 minutes to 1-1/2 days, depending on the nature of their association with Agency activities. It will be some time, however, before all of these new briefings can be completed. Meanwhile, it is essential that Agency employees emphasize the need-to-know principle in their daily associations with these personnel.~~

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

JOHN N. MCMAHON
Acting Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

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This Notice Expires 15 October 1975

STATINTL

SECURITY

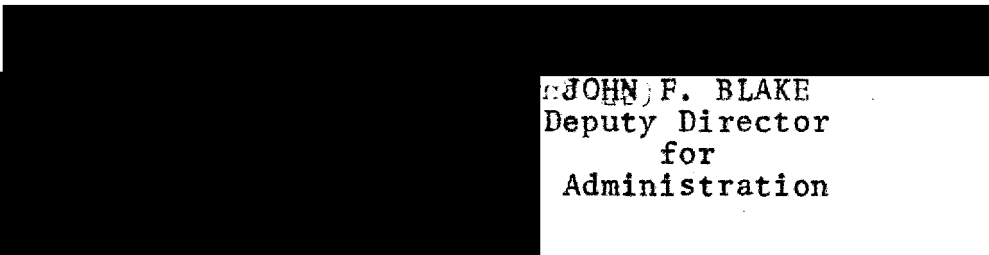
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SECURITY IN AGENCY BUILDINGS

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approvals to handle their jobs
2. These groups of people do have appropriate *security access* ~~clearances~~ and steps are being taken to provide them with periodic security briefings. It is essential, however, that Agency employees be mindful of their presence and exercise the need-to-know principle in their discussions with or in the presence of these personnel.

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JOHN F. BLAKE
Deputy Director
for
Administration

DISTRIBUTION: All Employees (1-6)

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Approved For Release 2002/01/08 : CIA-RDP83B00823R000900070003-6

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SECURITY

HN [REDACTED]
5 August 1976SECURITY INSTRUCTIONS RELATED TO
DAYTIME CLEANING, MAINTENANCE, AND REPAIR OF AGENCY OFFICES

1. Daytime cleaning, maintenance, and repair of Agency offices are undesirable for security reasons but have become necessary. Continuing security awareness by all personnel is therefore required. Although subject to security screening, persons engaged in these activities are not cleared for access to classified information. Their Facility Access Approvals only permit access to Agency buildings.

2. To minimize the possibility of security compromise, the following procedures have been established:

a. Cleaning, maintenance, and repair personnel have been instructed to knock or otherwise announce their presence before entering a room and to remain outside the room until authorized to enter. Failure to comply with this requirement is to be brought to the attention of the Chief, Logistics Services Division.

b. Supervisors will establish a system for admitting and closely monitoring cleaning, maintenance, and repair personnel while they are in office areas. The supervisor will designate a specific employee(s) to escort them unless the area is so small, e.g., a single room, that an escort is superfluous, or unless the cleaning, maintenance, or repair personnel are accompanied by an escort from the Office of Security.

c. Supervisors will ensure that, before cleaning, maintenance, or repair personnel are admitted, all employees are informed of their arrival and all classified or controlled documents are secured or covered; that all discussion of classified or controlled information is suspended until after these persons have left; that any telephone calls on the red, gray, or green lines are terminated and no new calls are made or accepted while these persons are present; that safe drawers are closed; that any temporarily vacated room is secured; and that employees assume responsibility for the security of classified or controlled documents in the custody of any employee who may be out of the office. These requirements apply even if the cleaning, maintenance, or repair personnel are accompanied by an escort from the Office of Security.

d. If security considerations prevent access by cleaning, maintenance, or repair personnel, they should be requested to return at a later time.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director

DISTRIBUTION: ALL EMPLOYEES (1-6)

Approved For Release 2002/01/08 : CIA-RDP83B00823R000900070003-6

Administration

TRANSMITTAL SLIP		DATE 9/10/75
TO: O/D/Security		
ROOM NO. 4E-60	BUILDING Hqs.	
REMARKS: Attached is for your info. Para 2 has been rewritten. The original Notice has been sent to Regulations Control Branch for preparation in final form and publication.		
FROM: EO-DDA		
ROOM NO. 7D-26	BUILDING Hqs.	
<div style="display: flex; justify-content: space-between;"> <div>FORM NO. 241 1 FEB 55</div> <div>REPLACES FORM 36-8 WHICH MAY BE USED.</div> <div>(47)</div> </div>		

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